

**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, CUTTACK.**

No 701 / Date 17-02-23
xv 1v -2/23

**ADVERTISEMENT TO FILL UP DIFFERENT POSTS OF NETAJI SUBASHA CHANDRA BOSE AWASIYA HOSTEL
(NSCBAH) at MADHUSUDAN GOVT. HIGH SCHOOL, KHAPURIA, UNDER SS, CUTTACK**

Applications are invited from eligible candidates to fill up different category of posts vacant in Netaji Subasha Chandra Bose Awasiya Hostel (NSCBAH). The posts are purely temporary and on contract basis with consolidated remuneration for a period of one year only. The engagement may be renewed annually on satisfactory performance and with due approval of Authority for further continuance. The last date for submission of application is 15/03/2023 by 5.30 PM only by **Speed Post or Registered Post**.

Details of the Posts

Sl. No.	Name of the Post	No. of Vacancy
1	Warden	01
2	Part Time Teacher	02
3	Assistant Cook	01

The details of eligibility criteria, terms & conditions along with the prescribed format are available in OSEPA & Cuttack district website i.e. [https:// www.osepa.odisha.gov.in](https://www.osepa.odisha.gov.in) & [https:// www.cuttack.nic.in](https://www.cuttack.nic.in) respectively.

By Order of Collector-cum-Chairman, SS, Cuttack.

16/2-17/2023
DEO-cum-DPC, SS, Cuttack,
Samagra Shiksha, Cuttack.

TERMS, CONDITIONS, ELIGIBILITY CRITERIA TO FILL UP THE POSTS MEANT FOR RESIDENTIAL HOSTEL UNDER SAMAGRA SHIKSHYA, CUTTACK.

Interested candidates fulfilling the eligibility criteria mentioned against the name of the post may apply to the undersigned in the prescribed format attaching self attested photocopies of all testimonials / documents on or before 15th March,2023 by 5 .30P.M The candidates should clearly super-scribe the "**Name of the Post Applied for**" on the top of the envelope. Applications must be sent only by **Speed Post or Registered Post** addressed to the **District Project Coordinator, Samagra Shiksha, Cuttack, Collectorate Building, P.O.-Chandini Chowk, Cuttack, PIN-753002.** Incomplete application and applications submitted by any other mode or applications received after the due date shall be summarily rejected and claims in this regard what so ever of nature shall not be entertained. Besides, the authority will not be responsible for any postal delay in receipt of applications.

Collector cum Chairman, SS, Cuttack reserves the right to cancel partly or completely the recruitment process without assigning any reason thereof.

<u>Details of posts & Criteria</u>				
SI No.	Name of the Post	No. of Post	Selection criteria	Eligibility with Monthly remuneration
1	Warden	1	Age as on date of Advt.	30 to 50 Year
			Gender	Male
			Educational Qualification	BA/B. Sc + B. Ed with Minimum 2 years experience in the field of Education in case of non-availability of trained candidates, untrained candidates having BA/B. Sc will be considered.
			Process of Selection	Career Marking percentage & interview by District level selection committee headed by the Collector.
			Consolidated monthly remuneration	Rs.16940/- (including both shares of EPF)
			others	Must have Odia Knowledge up to 10th Standard
2	Part Time Teacher (Mathematics & Science)	1	Age as on date of Advt.	18 to 35 Year
			Gender	Male and Female
			Educational Qualification	B. Sc + B. Ed and in case of non-availability of trained Science Graduates, untrained Science Graduates will be considered.

3	Part Time Teacher (Sanskrit/Hindi)	1	Process of Selection	Career Marking percentage & interview by District level selection committee headed by the Collector.
			Consolidated monthly remuneration	Trained Rs.6000/- & untrained Rs.5000/- (including both shares of EPF)
			others	Must have Odia Knowledge up to 10th Standard
			Age as on date of Advt.	18 to 35 Year
			Gender	Male and Female
			Educational Qualification	B.A, B. Ed with Sanskrit or "Sahityacharya"
			Process of Selection	Career Marking percentage & interview by District level selection committee headed by the Collector.
4	Assistant cook	1	Consolidated monthly remuneration	Trained Rs.6000/- & untrained Rs.5000/- (including both shares of EPF)
			others	Must have Odia Knowledge up to 10th Standard
			Age as on date of Advt.	18 to 35 Year
			Gender	Male and Female
			Educational Qualification	Not applicable
			Process of Selection	Experience in cookery will be preferred .well conversant with using LPG & must be physically fit & free from any contagious disease. The Committee will conduct of Physical Cooking of Some items and evaluate the deliciousness / time consumption / Hygienic condition of cooking and selected the best. If somebody trained in Cookery will be preferred
			Consolidated monthly remuneration	Rs.5400/-(including both shares of EPF)
others	Must have read and write Odia			

**APPLICATION FORM THE POSTS OF RESIDENTIAL HOSTELS UNDER SAMAGRA
SHIKSHA,CUTTACK**

APPLICATION FOR THE POST OF _____

BIO DATA

01. Name of the candidates:.....
(In Block Letter)
02. Father's Name/Husband's Name:.....
03. Permanent Address:.....
.....
04. Present Address:.....
.....
05. E-Mail Address/Telephone No./Mobile No. :.....
06. Nationality:
07. Date of Birth:
08. Sex(Male/Female) :.....
09. Marital Status (Married/Unmarried).....
10. Employment registration No.-----
11. Category (SC/ST/SEBC/PH/Women/PH):.....
12. Educational Qualification:.....
13. Details of Educational Qualification

Exam Passed	Board/University/Institution	Year of Passing	Division/Grade	Full Mark	Mark Secured	% of Mark

14. Working Experience:

Designation	Nature of the work	Name of the organization	Type of Organization(Govt./Project /Private/NGO)	Period of Service		
				From	To	Completed Years

DECLARATION

I do hereby declare that the above statement are true and correct to the best of my knowledge and belief.

Place:

Full signature of the Candidates

Date

Candidate should submit the following documents along with his/her application form

Documents to be attached along with application form:-

1. Self attested photocopy of certificate & mark sheets of educational qualifications.
2. Attested photocopy of valid Residential Certificate.
3. Experiences certificate.(for the post of warden).
4. Certificate of training (if any)
5. Three (3) self attested passport size colour photos.
6. Photocopy of valid Employment registration card.
7. Photo copy of Voter I.D. / Aadhar Card /any other document in support of identification.
8. Written undertaking of the candidate (as per the format in the advertisement).

MODEL FORM FOR WRITTEN UNDERTAKING

I.....
Son/Daughter of appointment for the post of
carrying a consolidated salary of
Rs.....(Rupees.....) only per
month of fully aware that my appointment is purely temporary and on contract basis
for a period of one year and can be terminated at any time without any notice and
assigning any reason thereof.

Further, I under take that I will abide all terms and conditions of OPEPA
service Rules and Regulations 1996 in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an under taking that in future. I shall not claim
regular scale of pay and other allowances for continuing in the said post merely on
the ground that I have been given a contractual appointment.

The documents which has only been submitted by me to the authority is
original and if found false in due course, my engagement will be automatically
forfeited/cancelled.

Date

Place

1. Witness number one
Signature and Address

2. Witness number two
Signature and Address

Signature of candidate
(Name in full)

Details permanent Address

**JOB CHART FOR STAFFS ENGAGED IN RESIDENTIAL HOSTELS FUNCTIONING FOR
URBAN DEPRIVED CHILDREN UNDER CUTTACK**

GENERAL INSTRUCTIONS FOR ALL STAFF OF THE HOSTEL

1. Proper Display of information regarding the Hostel
 - i) Name of the hostel
 - ii) Staff of hostel, their names, designation, date of engagement including their contact numbers.
 - iii) Category wise No. of students enrolled in the hostel
 - iv) Weekly Food Menu Chart
 - v) Routine of activities conducted by the hostel inmates
2. Cleanliness of Hostel rooms as well as its surrounding, Class rooms, store room, kitchen, toilets should be maintained.
3. Availability of Safe Drinking water facility should be ensured.
4. All necessary stationeries must be provided for the children in time.
5. Regular Health check-up must be done in every quarter.
6. Text book, uniform and Reading writing materials must be distributed among the inmates in time.
7. Quality and quantity of food served to the inmates must be ensured.
8. Sports activities must be done among the inmates in every afternoon.
9. Children/hostel inmates must perform yoga in the morning.
10. Personal health and hygiene of the inmates as well as the staffs to be maintained.
11. Proper display of children activities to be ensured.
12. The Term of Reference (TOR) will be renewed half-yearly on the basis of satisfactory performance of the staff.
13. Maximum up to 10 days leave per annum may be allowed to each of the staff with due procedure provided that their regular individual duty as per the job chart is not hampered in any way.
14. No other authorized leave except the above is allowed to any of the staffs of the hostel, not even Sunday or any other public holiday. However, the full time accountants may be allowed leave on Sundays only.
15. In case of exigency, leave may be allowed beyond the above limit but with prior permission of the authority and that will be treated on the basis of "no work no pay".
16. Leave availed without any notice will be treated as unauthorized absence and will affect the performance of the concerned staff.
17. All staff of the hostel will strictly abide by the rules and guidelines of the hostel and act as per the administrative hierarchy.

18. Competent authority may visit the hostel time to time. Hence, all official records must be kept updated in order in order to be verified if they require.

JOB CHART OF WARDEN

1. Must stay 24 hours in the hostel with the inmates.
2. In case of exigency, he may leave the hostel with prior permission of the HM and giving his / her charge to one of the Part- Time Teachers.
3. To take responsibility of all the inmates residing in the hostel.
4. To take care of the education, health and hygiene of all the boarders.
5. To provide remedial teaching to the inmates in the evening.
6. To take care of the quality education and co-curricular activities for the students.
7. To organize prayer class both in the morning and evening.
8. To maintain the following registers of the Hostel:
 - (i) Attendance Register of the inmates
 - (ii) Staff Attendance Register
 - (iii) Telephone Register
 - (iv) Health check-up Register
 - (v) Daily Meal & Tiffin Register
 - (vi) Daily consumable register
 - (vii) Leave Register of Staffs
 - (viii) Visitors' Register
9. To convene weekly staff meeting
10. To organize Teacher- students assembly
11. To maintain the Display Board for weekly food menu Chart
12. To maintain Individual child profile of the inmates and personal file of staffs
13. To maintain First Aid Box and complaint Box.
14. To handover the performance report of the staffs to the HM at the end of each month.
15. To supervise the kitchen, preparation & delivery of qualify food and special coaching classes provided by the part time Teachers on regular basis.
16. To intimate all information regarding Hostel management to the HM time to time.
17. To supervise the works assigned to each and every staff of the hostel on regular basis.
18. To supervise the cleanliness of the hostel premises.
19. To prepare the estimate on weekly / daily basis for purchase of consumable items for hostel / inmates and handover to the Accountant.

20. To be present in the monthly SMC meeting and participate in the planning and implementation of activities / financial management, procurement, etc.

21. In case of medical exigency, he will instantly inform the HM and take immediate steps for treatment of the inmate in the nearby hospital.

22. To intimate immediately to the HM regarding occurrence of any problem or awkward incident in the hostel and try at level best to solve the same without delay.

JOB CHART OF PART TIME TEACHER.

1. To impart special training in the morning from 7 A.M to 9 A.M. and in the evening from 6 P.M. to 9 P.M.

2. To prepare class wise lesson plan for the boarders.

3. To create the habit of newspaper reading every day by the inmates.

4. To remain present during the morning and evening prayer classes.

5. To maintain the display board for daily classroom transactions

6. To create the habit of using library books i.e. magazines, story books, map reading etc. by the inmates.

7. To organize science experiments by the inmates

8. To create the habit of making arts and writing stories, songs etc. by the inmates.

9. To arrange albums for arts, stories and songs created by the inmates in a decent manner.

10. To keep the paper cuttings of important relevant items in categorized manner in a file.

11. To aware the HM/ warden regarding reading / writing materials used by the inmates.

12. To organize various activities like singing dancing drawing playing etc.

13. To increase the subject specific standard of knowledge of the boarders who are weak by way of providing special coaching.

14. Basing on the reports / results analysis of Summative-2 he/ she will focus on the weak areas of every child.

15. He/ She will analyze the results of formative -1 to 4 and summative -1 & 2 assessments and accordingly focus should be given on slow learners.

JOB CHART OF ASSISTANT COOK

1. He/ She will ensure fresh quality of food materials.

2. He /She will serve quality and hygienic food to all the boarders in time.

3. He /She should be perfectly hygienic in his/ her dresses cooking habits etc.

4. He /She will also ensure the neatness of the cooking and dining area cooking and serving utensils as well as the dishes of the inmates.

5. He /She will prepare the meals as per the menu chart.

6. He/She will develop healthy eating habit among the children.
7. He/She will be the custodian of the kitchen utensils of hostel.
8. He/She will receive the consumable items after weighting in presence of the warden.
9. He /She will keep in his / her custody all daily consumable items received from the warden.
10. He/ She will intimate the stock position to the warden on daily basis.
11. He/ She will be responsible for occurrence of any sudden health hazard due to supply of unhygienic quality of food or untimely serving of food.
12. He /She will keep drinking water readily available in the dinning for use of the inmates.
13. To help in purchase of consumable items and vegetables from the market.
14. To prepare food as per the instructions of HM/ Doctor for the inmates who feel ill.
15. To help in creating and maintaining kitchen garden.
16. To maintain the store room neat and clean and keep the items in proper order.
17. To keep the cooked food carefully.
18. To avoid mis -utilisation of food.

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